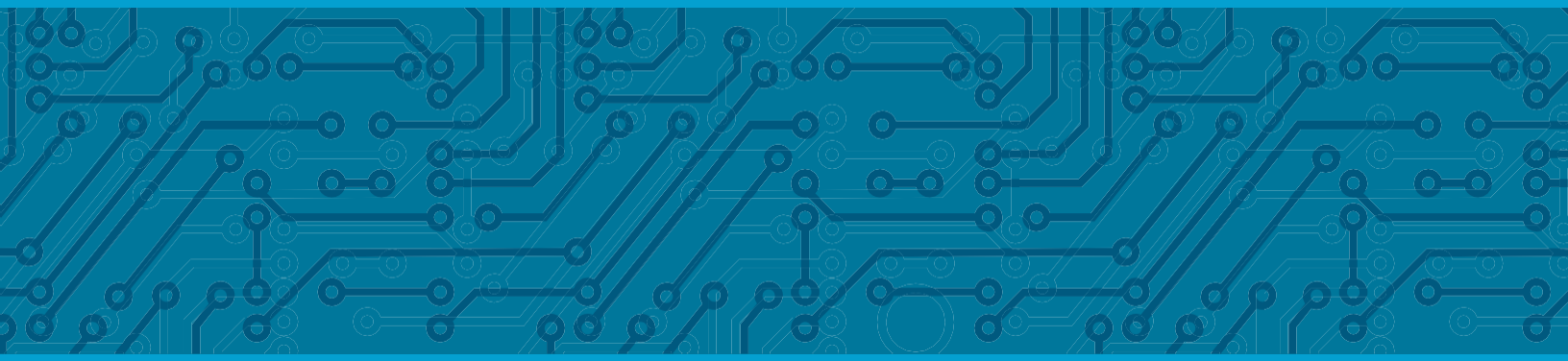
Quincy and Localgov Food and Beverage Information



Welcome

This training will cover the following:

- Local Information
  - The Quincy F&B Ordinance
  - What is taxable?
  - Where do I find more information?
- Localgov Platform
  - What is Localgov?
  - Creating and Confirming a New Account
  - Features
  - Adding and Editing a Business
  - Tax Forms and Filing
  - Customer Support

Quincy's Food & Beverage Ordinance

The Prepared Food and Beverage & Alcoholic Beverage Tax is a 1% tax on the purchase price of prepared food and beverage sold for immediate consumption AND all alcoholic liquor sold at retail. For a copy of the City Ordinance click **here**.

The tax was scheduled to go into effect on May 1, 2020; however, due to the COVID19 crisis, the implementation has been delayed until at least 60 days after the executive order is lifted. The tax will begin on the first day of the month following the 60 day period.

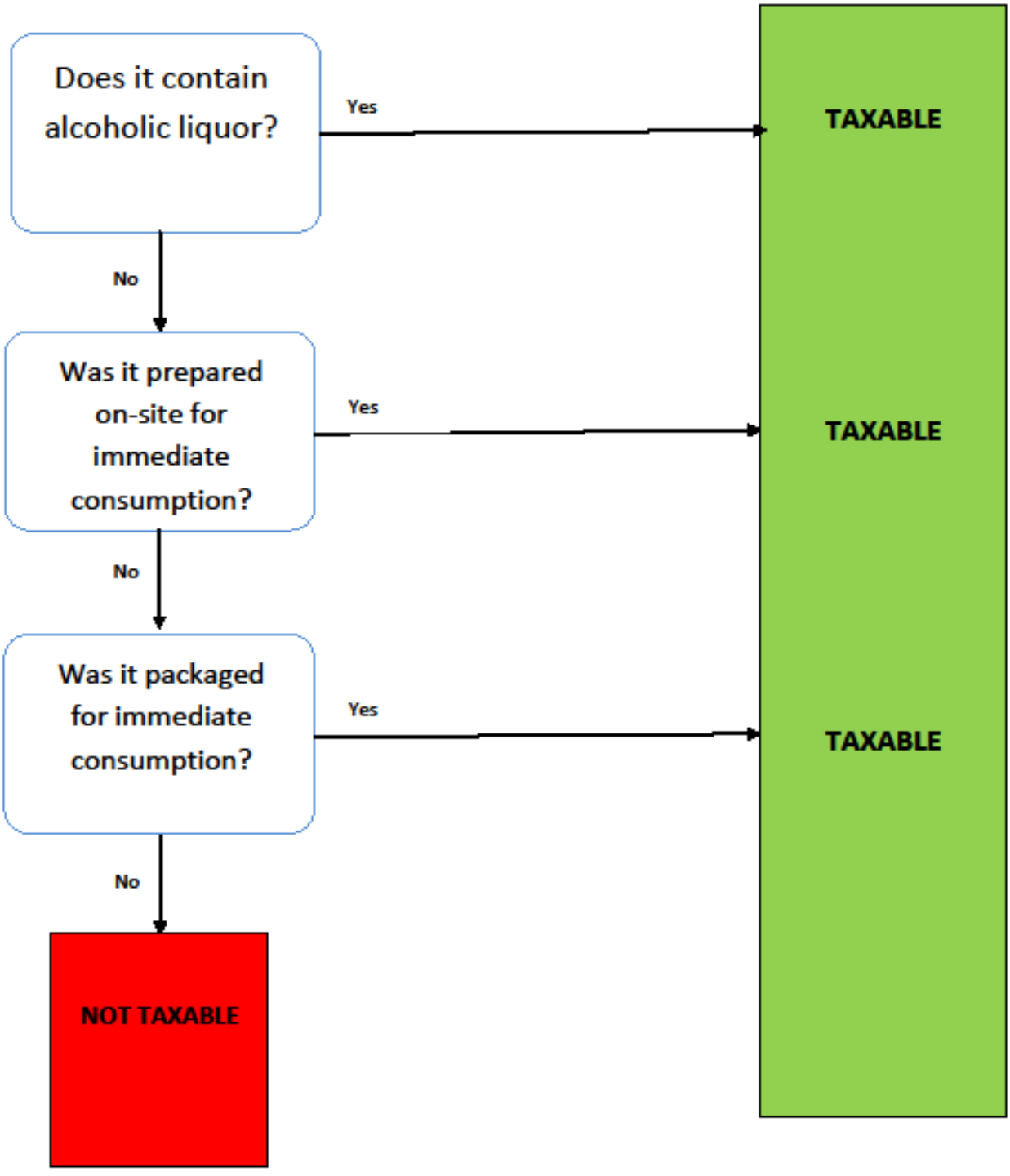
The Prepared Food and Beverage & Alcoholic Beverage Tax will be used for economic growth initiatives and support the QUINCY NEXT Strategic Plan.

The City's 1% Prepared Food and Beverage & Alcoholic Beverage Tax is ***in addition to and separate from the tax remitted to the state.***

Quincy's Food and Beverage & Alcoholic Beverage Tax

IS IT TAXABLE?

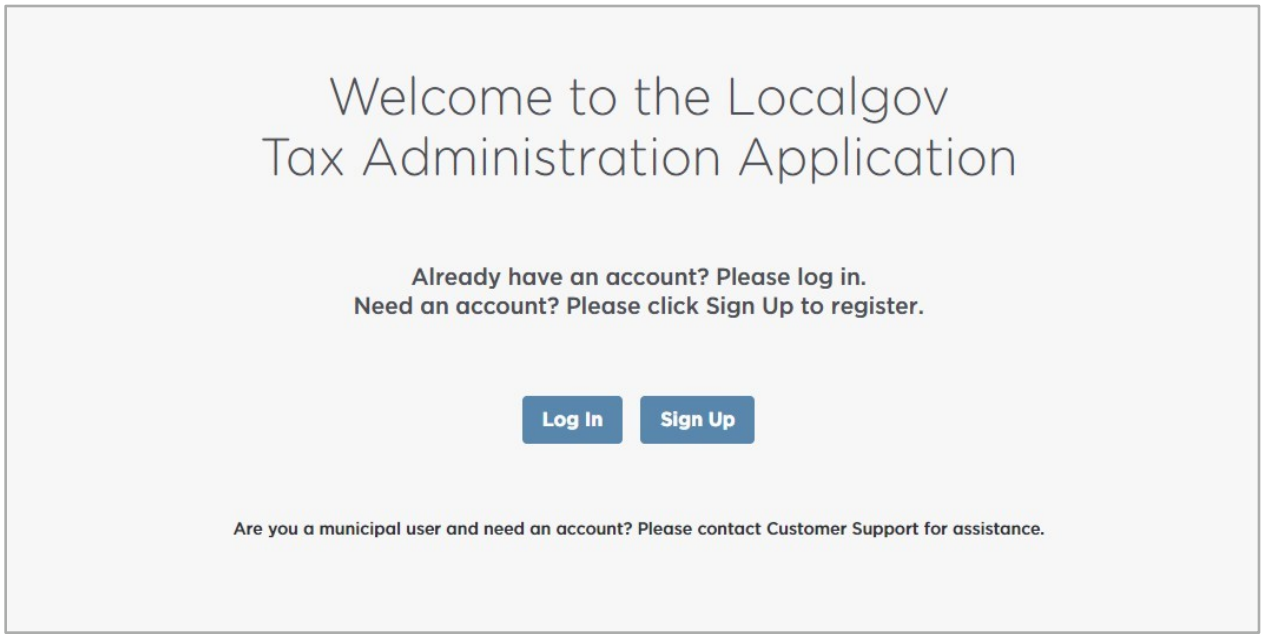
A Guide for all FOR PROFIT Businesses



How do I log into Localgov?

To access Localgov Tax Administration, go to **lata.localgov.org**. Here, you can log in with an existing account or create a new one.

To create a new account, click **Sign Up** on the **Welcome** screen. You will then be directed to the **Create Account**

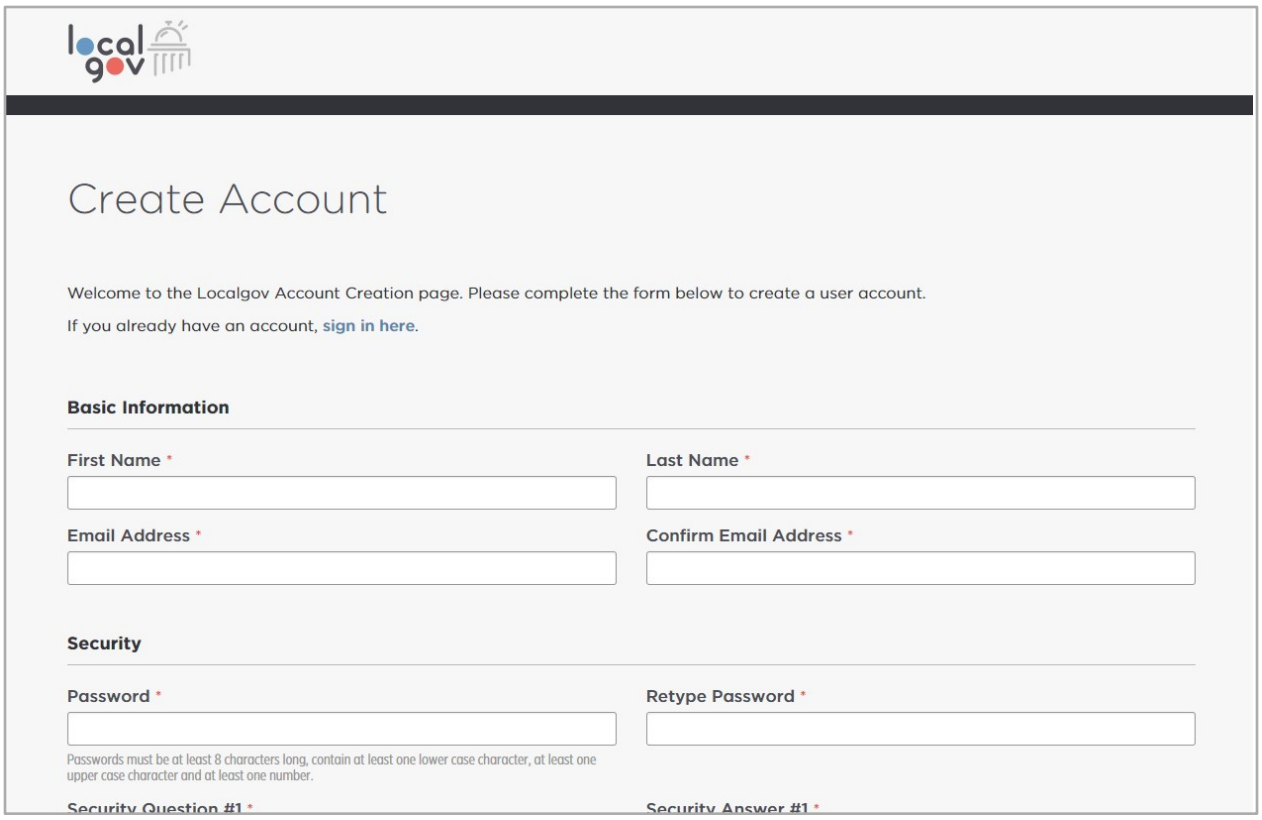


Note: If your networking and security policies require Localgov traffic to flow through a proxy server, make sure that the following domains/URLs are whitelisted:

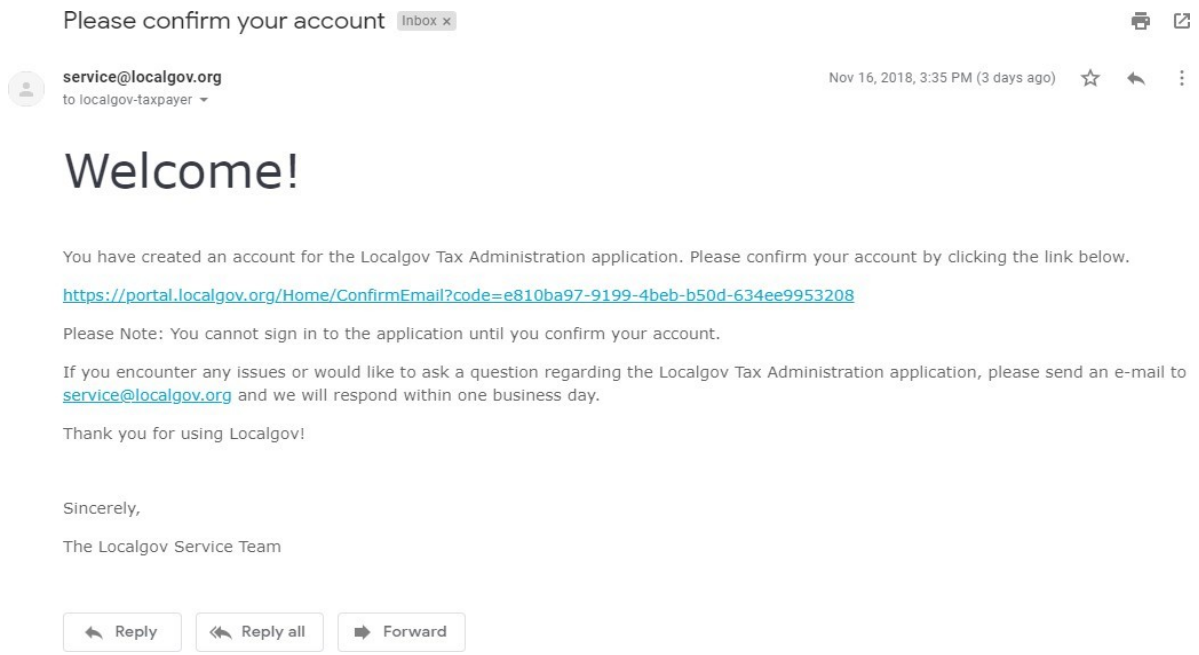
localgov.org (all Localgov apps)
api.fuzepace.com (payment)

How do I create a new account?

To create your account, enter the requested information and click **SUBMIT**. Please note that your password and security answers are case sensitive.



How do I confirm my new account?



Please confirm your account Inbox ×

service@localgov.org
to localgov-taxpayer

Nov 16, 2018, 3:35 PM (3 days ago)

Welcome!

You have created an account for the Localgov Tax Administration application. Please confirm your account by clicking the link below.

https://portal.localgov.org/Home/ConfirmEmail?code=e810ba97-9199-4beb-b50d-634ee9953208

Please Note: You cannot sign in to the application until you confirm your account.

If you encounter any issues or would like to ask a question regarding the Localgov Tax Administration application, please send an e-mail to service@localgov.org and we will respond within one business day.

Thank you for using Localgov!

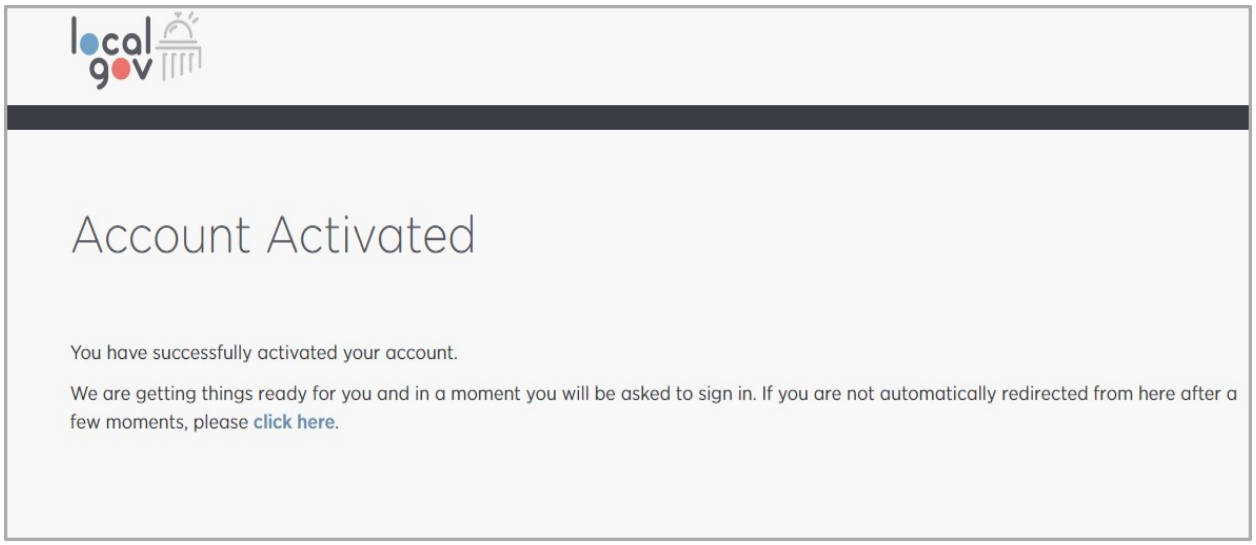
Sincerely,

The Localgov Service Team

Reply Reply all Forward

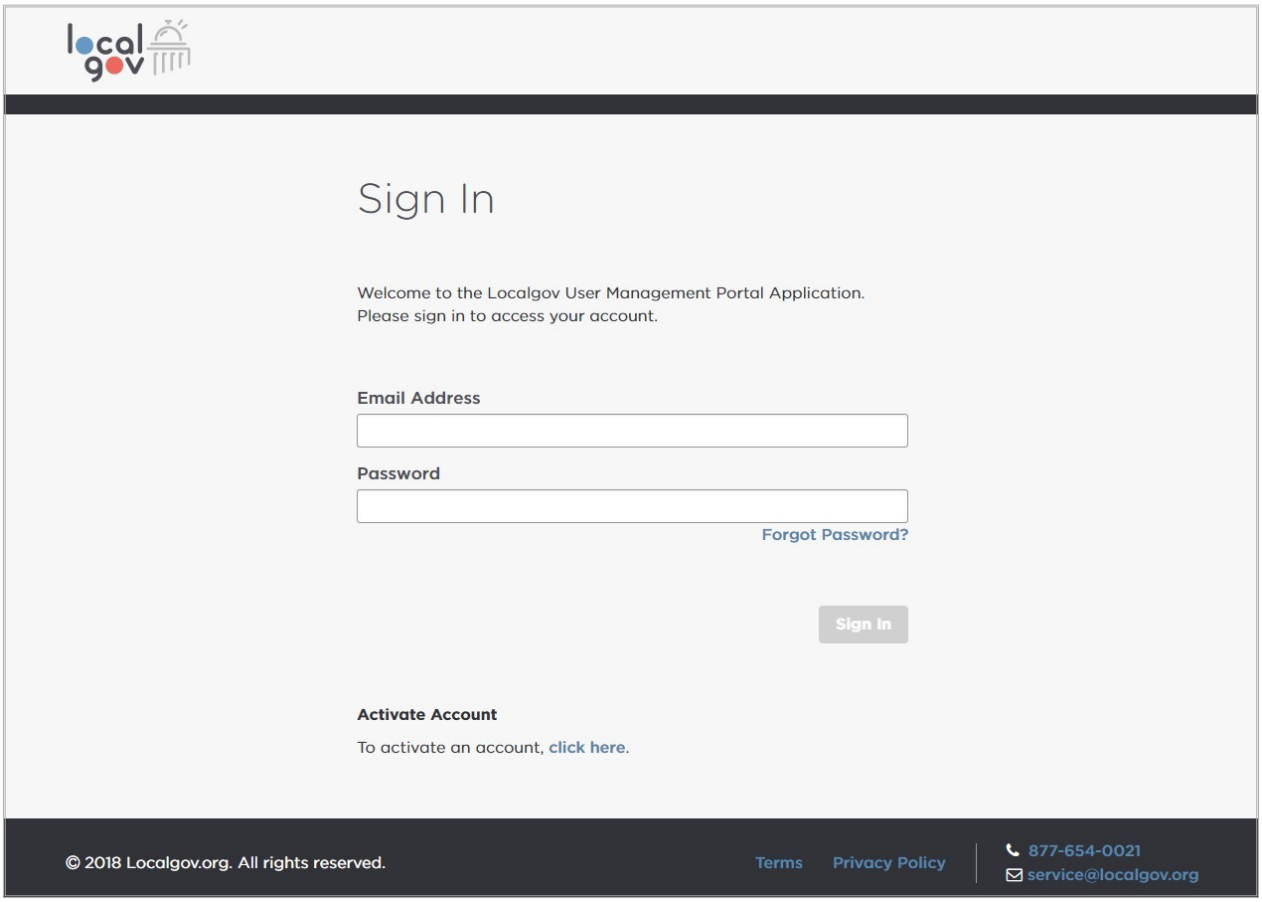
Once you've created your account, you will receive an email message from techsupport@localgov.org prompting you to confirm your new account. To do so, open the message and click the provided link. If you do not see this email message in your **Inbox**, please check your **Spam/Junk** folder, or check with your IT administrator to ensure Localgov is accepted by your mail server.

How will I know my account has been activated?



Once you've activated your account, you will see a **SUCCESS** message before being redirected to the Localgov sign-in page.

How do I sign in to my account?



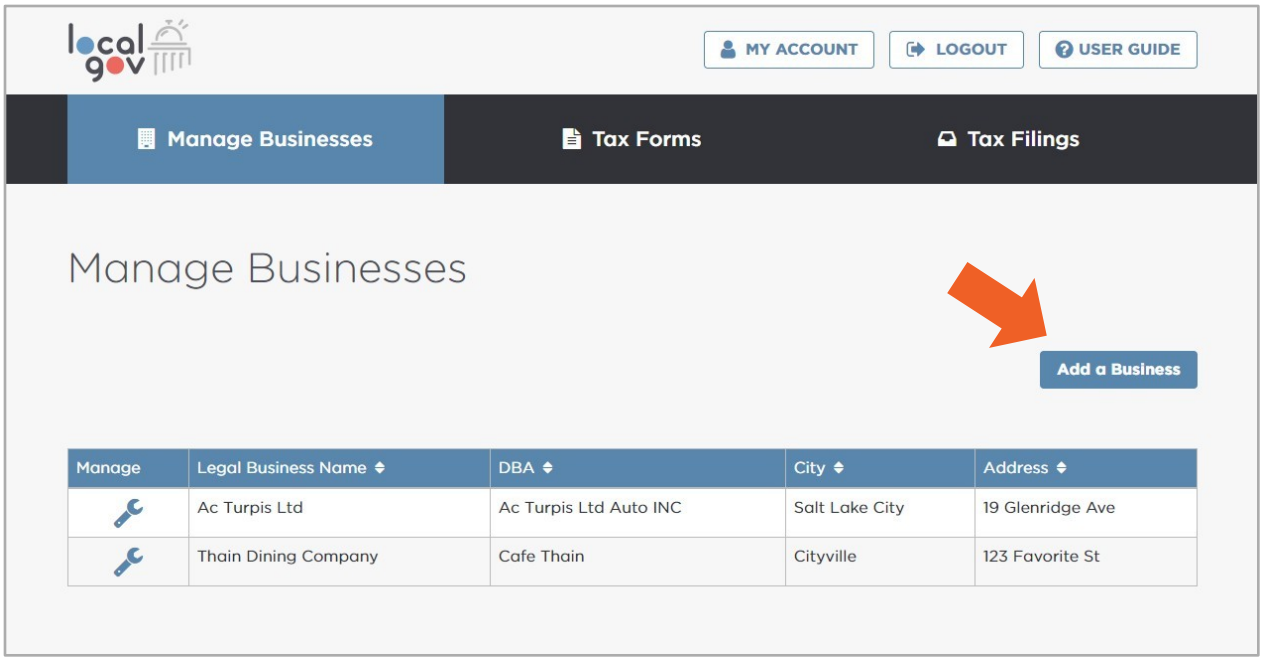
To sign into your account, enter the email address and password associated with your account, then click **SIGN IN**. If you forgot your password, you can reset it by clicking the Forgot Password link and following the instructions provided.

How are the Localgov features organized?

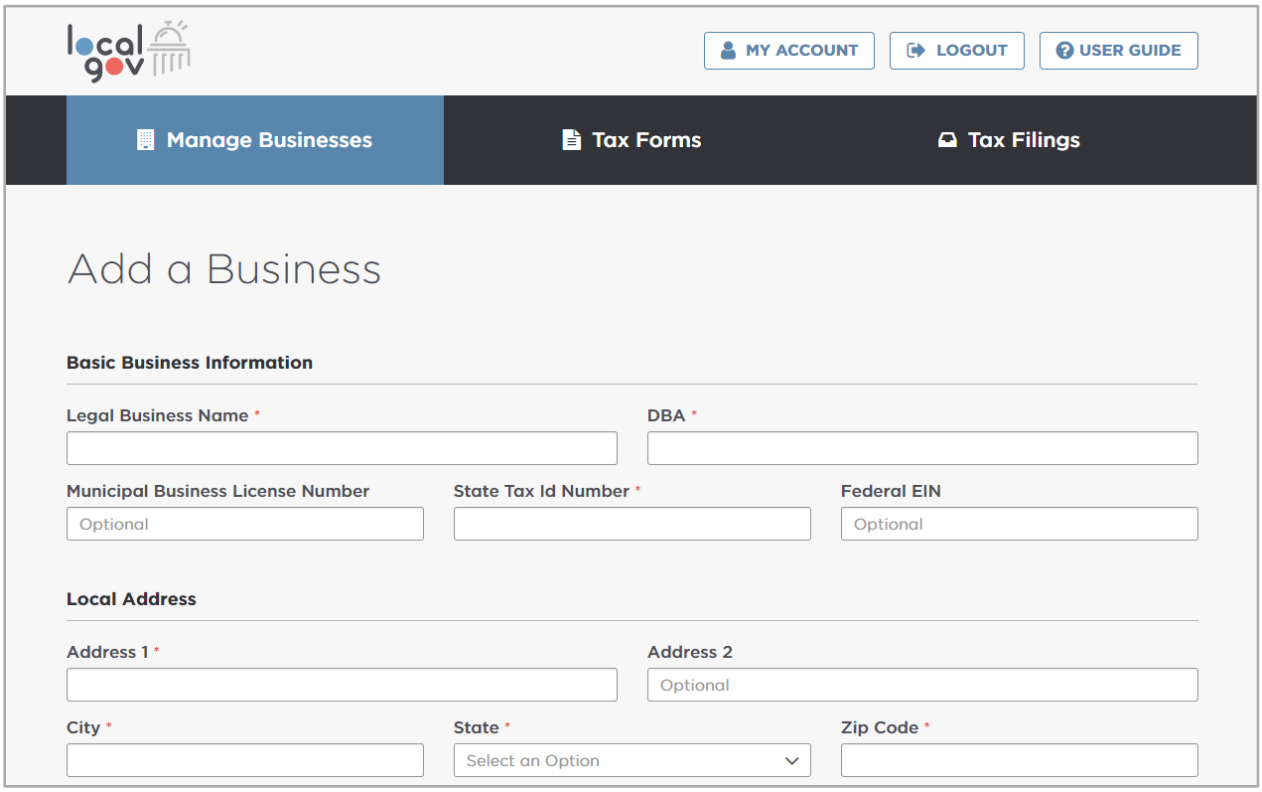
Localgov Tax Aministration is organized into three sections, which you'll find along the top of your screen:

Manage Businesses	Create a new business or edit an existing one
Tax Forms	File a tax form for a municipality of your choosing
Tax Filings	Display all previous tax filings and payments

How do I add a business in Localgov?



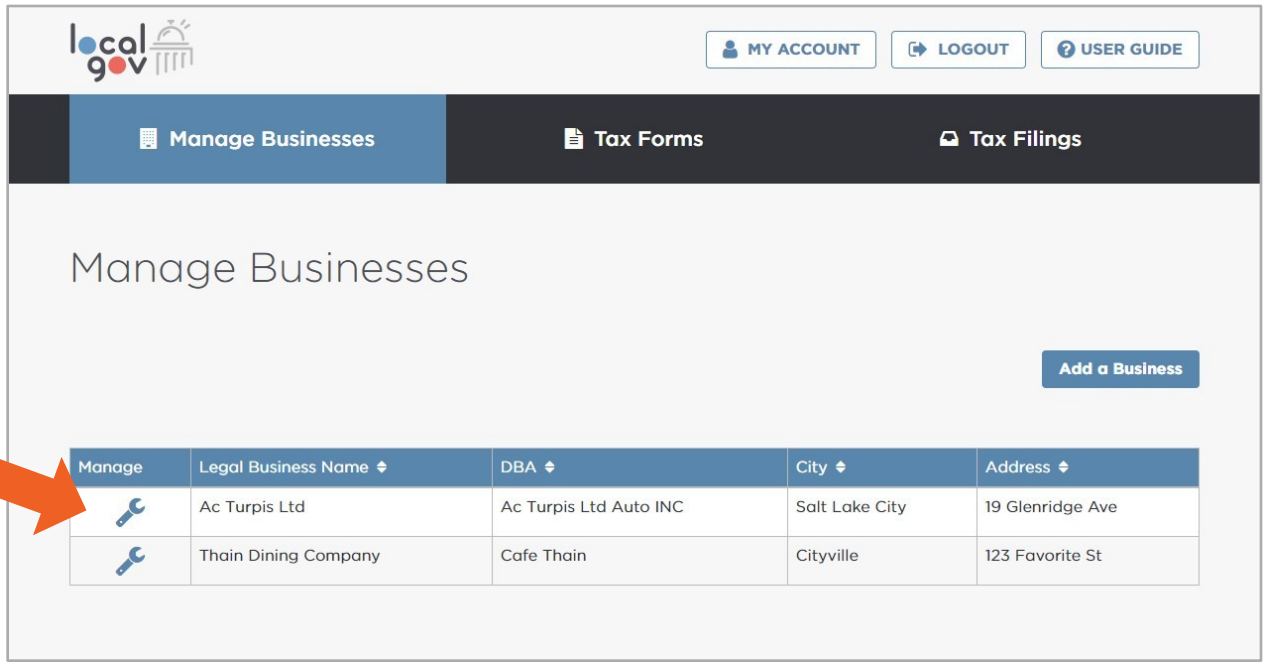
To set up your business for the first time, click on **Manage Businesses** from the main navigation menu and then click the **Add a Business*** button.



From the **Add a Business** page, enter required information about your business. Required fields are marked with a red asterisk. Before you get started, you'll want to have your **State Tax ID Number** and **Federal Employer Identification Number** (**FEIN** or **SSN**, depending on your business structure). If you have a **Business License Number** provided by your municipality you can enter that now as well. Some municipalities require them while others do not. You can usually find this number on your business license or license renewal letter.

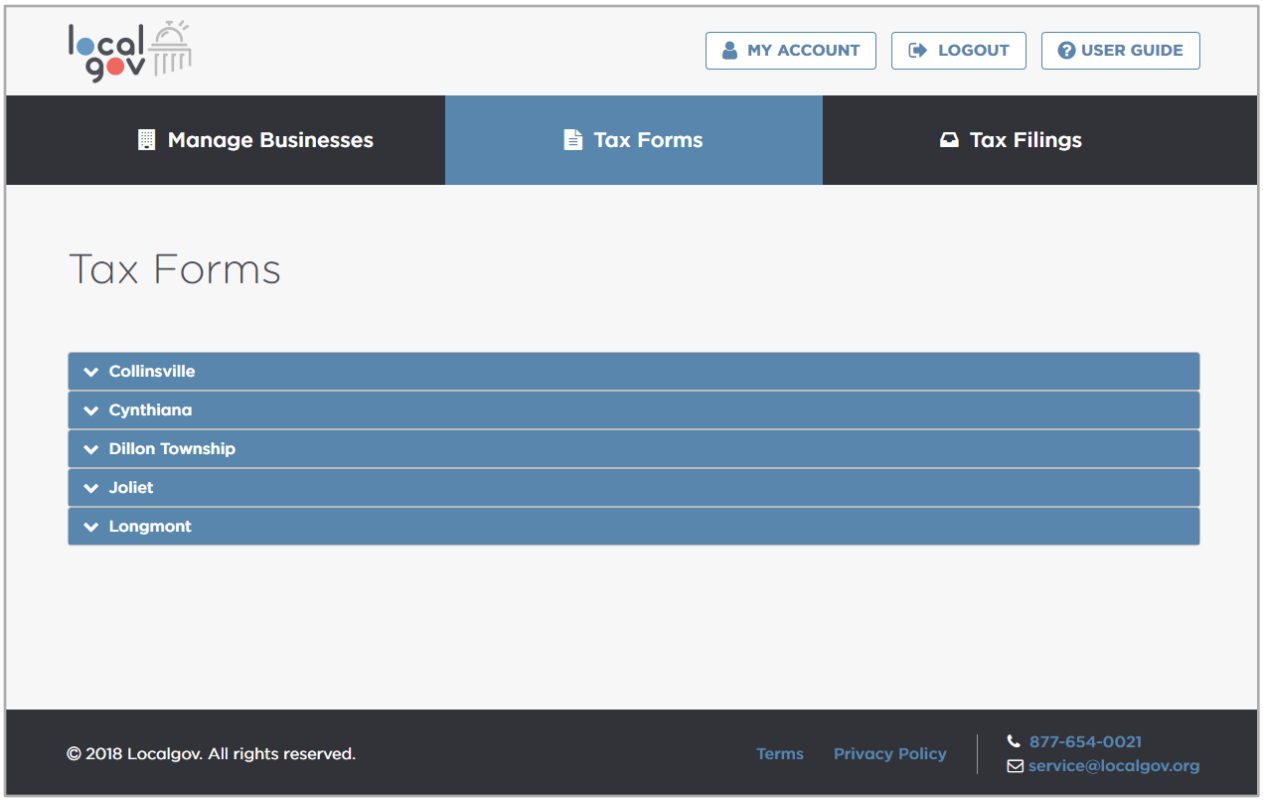
When finished, click **SAVE**, or **SAVE AND ADD ANOTHER** if you wish to add an additional business.

How do I edit information for a business?



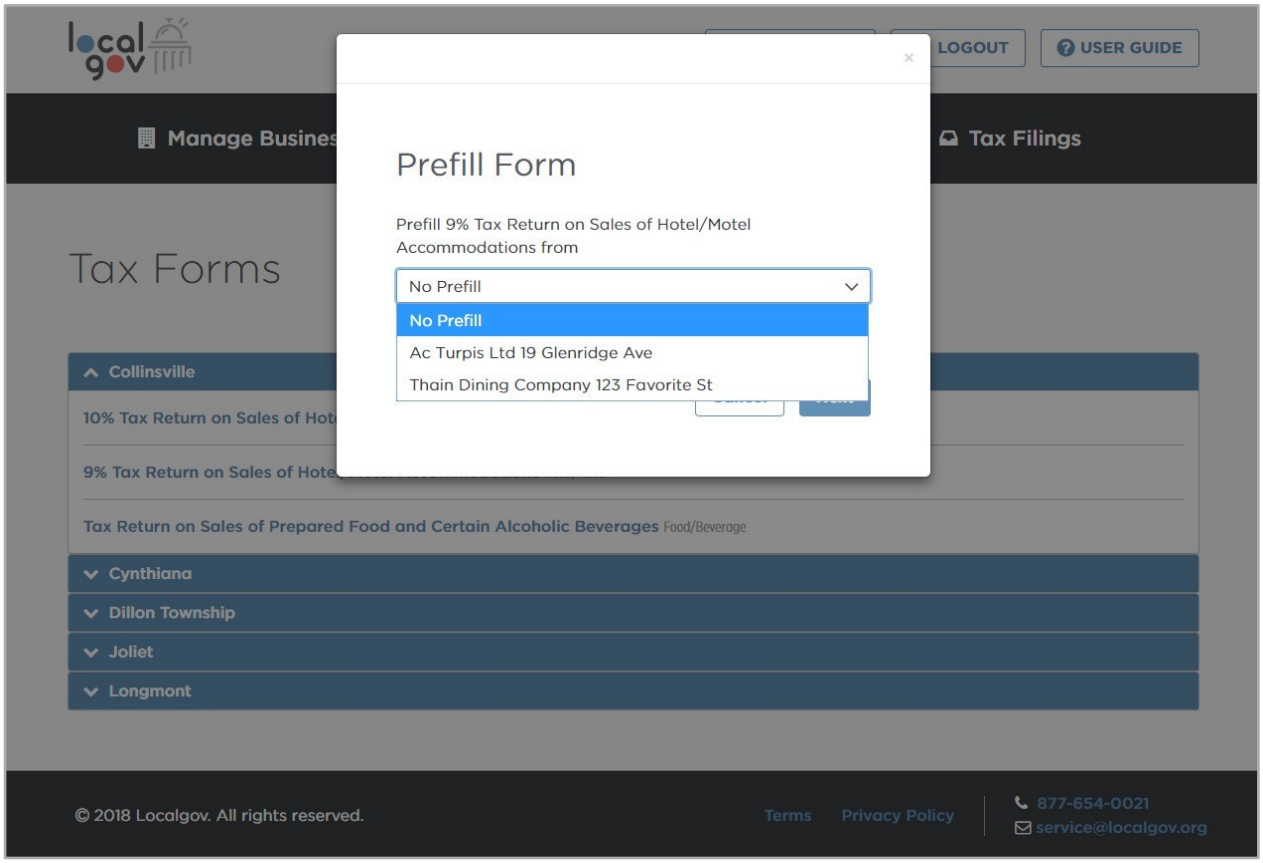
To edit information for a business, click its corresponding wrench icon* from the **Manage** column on the **Manage Businesses** page.

Where can I find tax forms for filing?



To begin filing your taxes, you will first need to locate the appropriate tax form for the municipality for which you are filing. Click on **Tax Forms** in the main navigation to display the available tax forms grouped by municipality. Click a municipality to load its available tax forms, then, click your desired tax form.

How do I fill out my tax form?



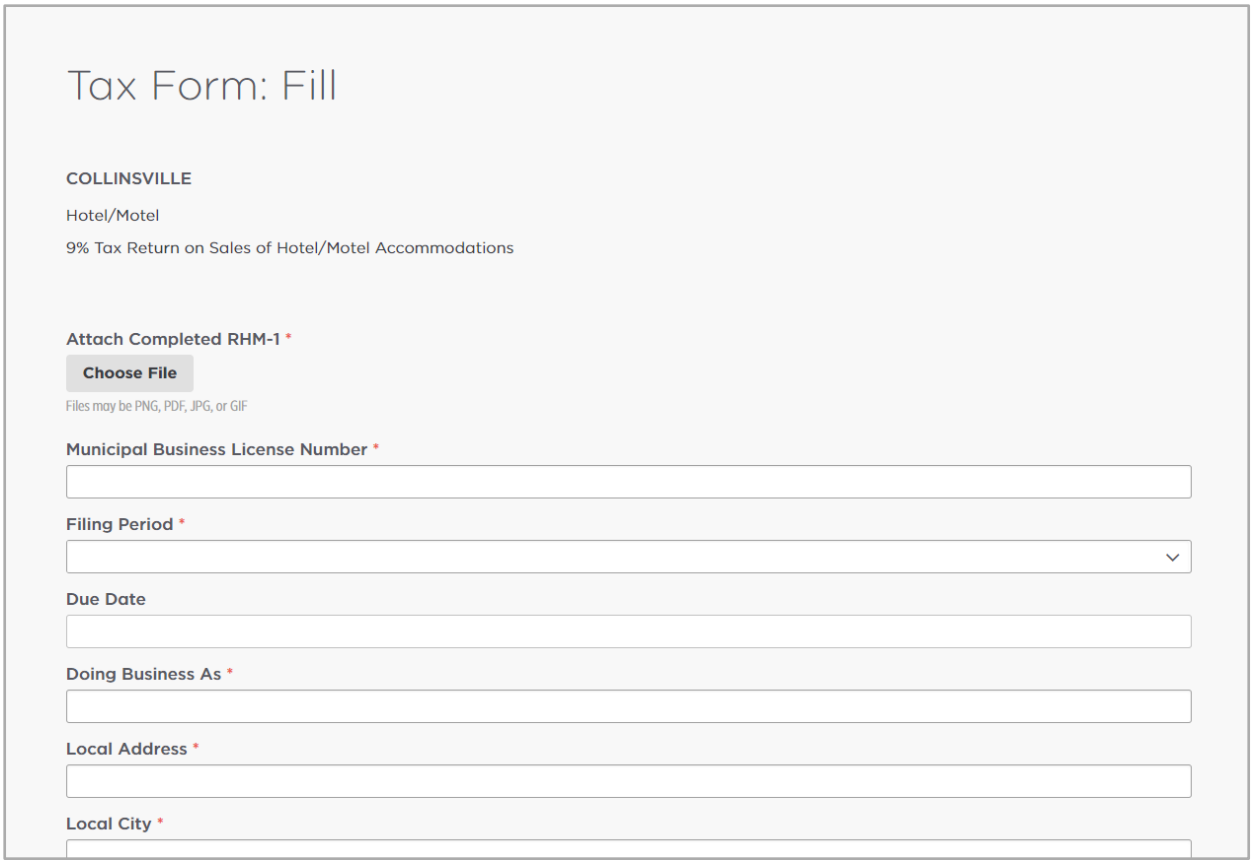
A **Prefill Form** window will open, where you can select the business you'd like prefilled on the tax form. This will automatically prefill your business information into the form so you do not have to manually enter. Select **No Prefill** if you'd rather manually enter your business information.

Click **DONE** to proceed to the tax form.

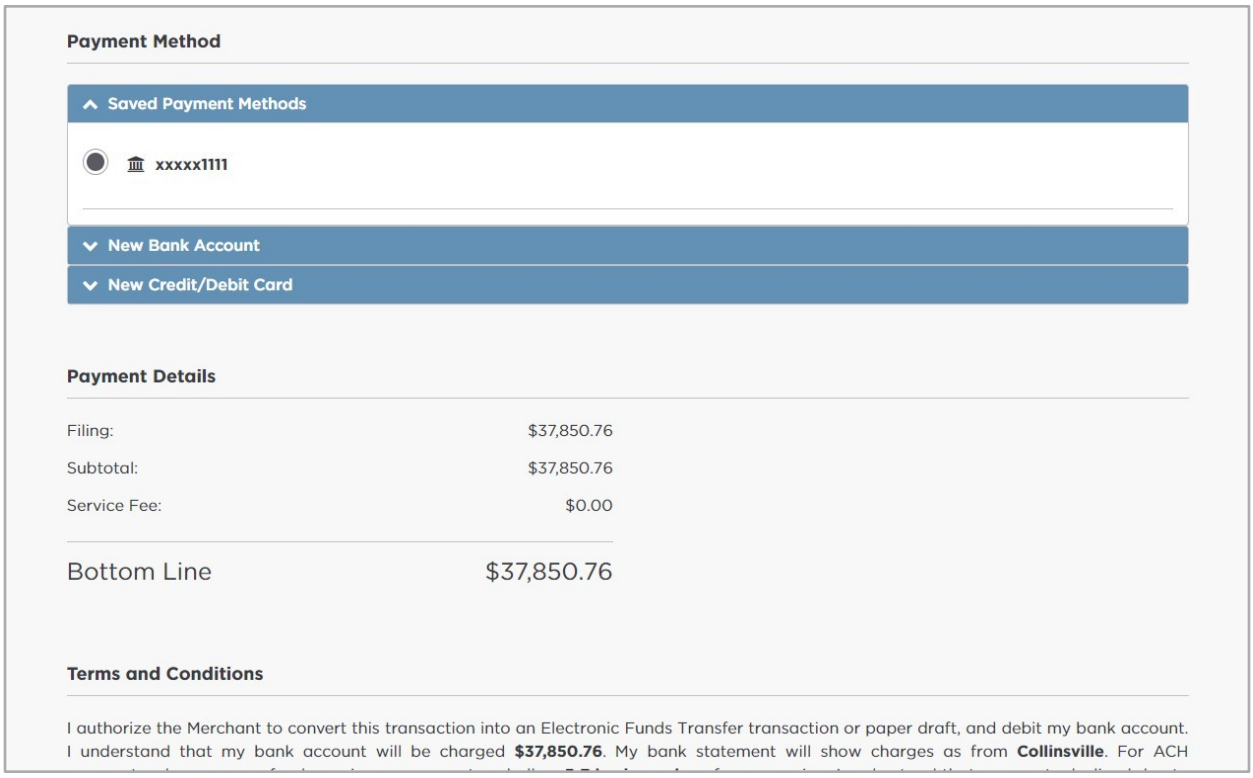
If you did not select the prefill option, you can go back to the previous page to do so or manually enter the information into the form.

All non-shaded fields in the form are required information necessary to complete your filing. The shaded fields cannot be edited.

When finished, click **PREVIEW**. To make any final edits, click **EDIT**. When finished, click **FILE**.



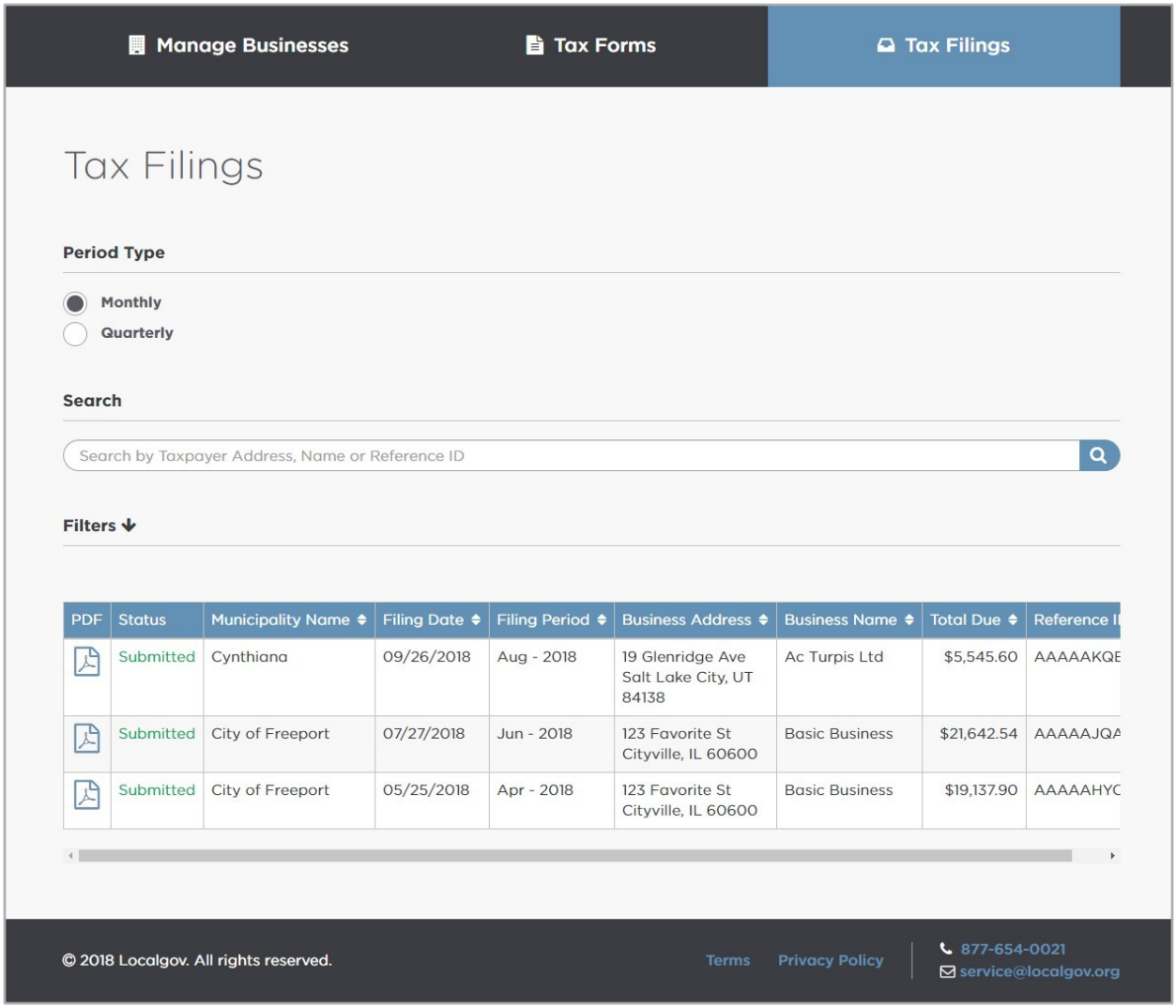
How do I pay my taxes through Localgov?



Upon submitting your tax filing, you will either be required to submit payment at that time or have the option to pay later, depending upon the municipality's ordinance. Payment options include ACH or credit/debit card.

Your business banking account may require pre-authorization for online ACH debits. To ensure there are no complications in processing payments, please provide the following CCD number to you bank for debit authorization prior to your first ACH payment: **3383693141**

Where can I find my previously-filed taxes?



To view your previously-filed taxes, click **Tax Filings** from the main navigation. All previous filings for your businesses will be displayed.

You can sort, search and filter your history. To view confirmation for a filing, click its corresponding PDF icon.

More Information

You'll find more information on the Prepared Food & Beverage and Alcoholic Beverage Tax at https://www.quincyil.gov/engage/open-gov-t/finance/tax-information/locally-imposed-taxes, including:

- Frequently Asked Questions
- Related Ordinances
- Contact Information

Or, contact the City Treasurer's Office

- By phone at 217-228-4575
- By email at COQtreas@quincyil.gov

Customer Support

For assistance by email or phone, please use the following contact methods to reach **Customer Support**.

Email: **service@localgov.org**

Telephone: **1-877-654-0021**

Monday through Friday, 9:00 AM CST to 5:00 PM CST